



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: April 12, 2016

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: April 26, 2016

Applications received after closing date may be considered if
position is not filled.

TITLE: Education Program Development Specialist 2

REFERENCE #: DOE-022-16

POSITION #: 903812

BARGAINING UNIT/RANGE: P 28

SALARY: \$70,903.32 - \$101,039.55

LOCATION: Trenton, NJ

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Teaching and Learning, Office of Career Readiness

DESCRIPTION

Under general direction of the Director of the Office of Career Readiness, designs, produces, and delivers curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; performs work of a professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide. Will assist in the development and implementation of statewide rigorous career and technical education (CTE) programs of study including: providing technical assistance to school districts and postsecondary institutions submitting grant applications; approving applications and reports in compliance with state and federal grant requires; aligning standards and curriculum for various career clusters and pathways; supporting the development of integrated academic and career and technical curriculum; providing professional development to foster innovative teaching and learning strategies appropriate to career and technical education, developing CTE program resources and online professional learning tools such as webinars and videos to enhance statewide implementation of CTE programs of study; supporting partnerships between secondary and postsecondary institutions; analyzing related data; and developing appropriate guidance documents and reports. Does other related duties.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Master's degree in Education or related field. Graduate course work in educational pedagogy, curriculum design and supervision is preferred.

Note: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey teacher's, supervisor's or school administrator's certificate issued by the State Board of Examiners and/or other professional endorsement be substituted for the above education.

Experience: Four (4) years of experience in education programs in a school district or other educational institution. At least two (2) years of experience in curriculum development and/or design, preferably in career and technical education. Experience in providing professional development, preferably including both secondary and postsecondary educators. Experience developing web based professional development resources for educators is desirable. Knowledge of state and federal laws and regulations regarding career and technical education, ability to interface with school district and college staff, ability to write clearly and effectively, ability to work cooperatively in teams and to manage multiple tasks, and strong interpersonal skills are preferred. Proficiency in Microsoft Word and Excel is preferred.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/70341.htm>

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-022-16
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.